

Risk Assessment – De Vaarboom - Cambridge Dutch School

De Vaarboom –Cambridge Dutch School rents 4 class rooms and a library every Saturday from 9.00 –13.15 during term time from Queen Emma Primary School. We have reviewed the school building and the playground and the following Table provides detail for those that might be associated with some risks, and the mitigating actions to reduce these potential risks.

Risk assessment made on 9-1-2014

Nature of risk	Details	Level of risk	Actions to reduce risk	Level of risk with actions in place	Risk minimalised?
Fire in building	Fire alarm will sound	Low	<p>Teachers lining up children to leave the building through one of the fire doors.</p> <p>There are three fire-exits we use, the one at the end of the corridor (next to kitchen) which leads directly to the outside staircase, the normal staircase to ground floor, the staircase opposite library area.</p> <p>When outside teachers and children line up at the KS1 playground</p> <p>Teachers and children will have a firedrill once a year to practise what to do in an emergency.</p>	Low	Yes

Injuries while climbing stairs	Falls, trips	Medium	Children are aware to walk when climbing the stairs (no running)	low	Yes
Losing children in play ground	Children should stay on the KS1 playground	Low	<p>Teachers give clear instructions to children regarding play ground rules. Children should be supervised on the playground at all times.</p> <p>The front gate will be left open. Children are not allowed to go through this gate. To prevent this they stay behind the bleu waves (which are painted on the playground)</p> <p>Children do not go through the small passage way at the end of the KS1 playground.</p>	Low	Yes
Injuries in the play ground	Falls, trips, slips.	Medium	A minimum of 2 adults (teachers, teaching assistants or parent helpers) should supervise children on playground. Children are not allowed to climb on and over the fences and play near/in the bike sheds. The first aid kit and ice packs are kept on top of the library cupboard. A small first aid kit is taken outside to the playground	Low	Yes

<p>Intruders through front door</p>	<p>The entrance gate stays open during the lessons.</p> <p>The entrance door will be open for parents and teachers to arrive between 9.00 and 9.40 and 12.30 and 13.15.</p>	<p>Low</p>	<p>The entrance door will be locked by a parent helper at 9.40 by turning the lock from the inside.</p> <p>The door will be opened again at 12.30.</p> <p>When someone wants to enter the building between 9.40 and 12.30, parent helpers will need to be informed beforehand, so they can let them in.</p>	<p>Low</p>	<p>Yes</p>
<p>Vehicle movement in the school car park</p>	<p>Pedestrians (children in particular) could suffer serious injury if struck by cars entering/leaving car park or moving in it.</p>	<p>Medium</p>	<p>Make parents aware that there is a 5 mph speed limit in the car park.</p> <p>Parents and staff is informed to park their cars at the parking at the back/side of the building. The roundabout in front of the school building remains free of parked cars, so children can walk safely into school building.</p> <p>Parents are informed to supervise their children when walking from car park to entrance.</p>	<p>Low</p>	<p>Yes</p>

Other Health and Safety

- The first aid kit and ice packs are stored on top of the library cupboard.
- Parenthelpers take a small first aid kit with them outside during playtime, with plasters and antibacterial wipes. This small kit is stored on top of library cupboard.
- First aiders are: Inge Teirlinck en Gea de Weerd.
- Phone calls to emergency services (in case of no reception on mobile phones) can be made from mobile phones.(every class teacher has one with them) and the landlines in each classroom.
- Every class teacher has a list with emergency contact numbers and medical conditions of all the children, which is kept in the class folders.